



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN# 17-07

MEMORANDUM

To: School Health & Nutrition Program Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services
Katrina Klatt, NSLP Nutrition Director
Arizona Department of Education, School Health & Nutrition Programs

Date: September 27, 2006

RE: Release of Free and Reduced Price Meal Eligibility information for National Assessment of Educational Progress

Original Signed

Local Education Agencies (LEA) may disclose, without parental/guardian consent, children's names and eligibility status (whether they are eligible for free meals, free milk or reduced price meals) to persons **directly** connected with the administration or enforcement of the Federal program National Assessment of Educational Progress (NAEP).

The term "persons directly connected" for the purpose of disclosure to NAEP includes Federal, State and Local program operators responsible for NAEP program administration. This does not imply that these persons should have routine access to student's eligibility status. There must be a "need to know" for legitimate NAEP purpose.

It is highly recommended that LEAs inform households if the school plans to disclose their students' eligibility information outside the National School Lunch or School Breakfast Program. Additionally, it is suggested that the LEA sign a written agreement with the NAEP officials that identifies the following items:

- Who will receive the student eligibility status;
- How it will be used;
- Description of how the information will be protected from unauthorized uses and disclosures;
- Description of the penalties for using such information unofficially.

ADE's agreement template is available at www.ade.az.gov/health-safety/cnp/nslp/sais/.

If you have questions or concerns regarding this memo, please contact your assigned School Health & Nutrition Program Specialist at 602-542-8700.